



**HAVE YOU SEEN
OR HEARD?**



Starting April 2004, the on-line DBE Newsletters now have direct links to web and email addresses.

Just a click will take you to the internet document of your choice at <http://www.mdt.state.mt.us/civilrights/>

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Elaine Hodgkin is now working in the DBE Supportive Services office with Rebecca Johnson. She is "willing and able" to assist DBE companies.

Elaine brings over 25 plus years of experience in office administration and is eager to help DBE's with any administrative needs. She is proficient with the Microsoft software applications (*Excel, Word, Power Point and Publisher*) and can help you with setting up spreadsheets for tracking activities, creating flyers and/or brochures, business cards, etc. Please call or email Elaine if you need assistance. (800) 883-5811
ehodgkin@state.mt.us



INVITATIONS TO BID

**West Aviation Ramp Rehabilitation
Project—Bert Mooney Airport,
Butte MT**

**DBE Project Goal is .65%
Bid Date: May 13, 2004**

**Construction of New Snow Removal
Equipment Building Project
Bert Mooney Airport, Butte, MT
No DBE Project Goal
Bid Date: May 27, 2004**

Overall Bert Mooney Airport DBE Goal is 4.6%

ALL CONSULTANTS !

MDT is requesting statement of qualifications (SOQ) proposals from consulting firms specializing in highway design and rehabilitation work. This is regarding the Consultant Pre-Qualification list for Highway Project Development.

To be included on the this pre-qualification list, *your proposal must be submitted to MDT by May 19, 2004.*

Please call DBE Supportive Services Office at 800-883-5811 for a copy of the proposal.

DBE GOAL & PARTICIPATION... (For Federal-Aid MDT Projects)

FFY 2004 DBE GOAL IS 6.29%

FFY 2004 DBE PARTICIPATION IS 6.68%

MDT has posted this information on the Contractor's System web page at <http://www.mdt.state.mt.us/cntrct/contract.htm>
Click on the web site above.



MONTANA DBE COMPANY MONTHLY UPDATE

New Certified DBE Companies

Boundary Construction, Inc.	Kathleen Wagnild	Lewistown, MT	Clearing and grubbing, fencing
Lapke Construction, LLC	Gordon Lapke	Simms, MT	Concrete forming and finishing, concrete foundations, structures
Promark, Inc.	Merritt Rogers	Lolo, MT	Crack sealing, asphalt seal coating and maintenance, striping, parking lots

Recently Re-Certified DBE Companies

Northwest Resource Consultants	Linda D. Priest	Helena, MT	Planning, marketing, EIS social & economic sections, evaluation plans
Kuck Trucking, Inc.	Connie C. Kuck	Billings, MT	Supply asphalt, supply oil products, truck hauling—dirt/aggregate supplies

DBE Certification Denied

Kuck Transportation, Inc.	Connie C. Kuck	Billings, MT
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As Read MDT April 29, 2004 Bid Letting Results

Project Title and #	Prime Bidder	Low Bid Amount	DBE Participation Dollars / %	
IM 15-2(74)122 Rocker Scale Site/Rocker Interchange	Jim Gilman Excavating, Inc.	\$4,257,148.19	\$73,578.00	1.73%
BR 9025(34) Missouri River - Craig	Morgen & Oswood	\$3,362,747.86	\$121,703.00	3.62%
NH 57-5(27)159 Mosby Rest Area	Century Companies, Inc.	\$2,001,307.56	\$19,587.00	0.98%
IM-BH 0002(748) Statewide Steel Bridge Rehab	Abhe & Svoboda	\$1,329,723.00		
BR 14-6(14)257 Purcupine Cr - 8 km SE of Vananda	Sletten Construction	\$859,176.90		
CM 5215(1) 13th St.So.-10th to 21st - Great Falls	United Materials of GF, Inc.	\$1,398,321.06	\$81,422.00	5.82%
STPS 346-1(6)1 Manhattan-Dry Cr./Interchange	JTL Group - Belgrade	\$1,488,080.20	\$223,196.00	15.00%
CM 5203(11) 4th Ave SW	United Materials of GF, Inc.	\$524,913.06	\$34,811.00	6.63%
CM 12003(2) 7th-Karrow to Baker-Whitefish	Schellinger Construction	\$106,136.00		
STPP 84-1(10)0 Norris-NE/Bozeman-E	Jim Gilman Excavating, Inc.	\$510,833.53		
NH-IM-STPU 0002(644) Truck Route Signs-Billings	Montana Lines, Inc.	\$455,575.96	\$327,826.26	71.90%
BR 9017(13) Woody Cr - 43 KM NE of Jordan	Riverside Contracting, Inc.	\$429,919.20		
STPS 269-1(28)1 Turn Bays - N of Hamilton	Riverside Contracting, Inc.	\$1,086,721.65		
STPP 66-2(5)11 Blaine Co. Line - North	Century Companies, Inc.	\$706,726.20	\$22,771.05	3.22%
ER 15-8(59)356 I-15 Slide - So. Of Shelby	Shumaker Trucking & Exc	\$259,227.01		
STPHS 81-1(12)36	United Rentals	\$83,082.42		

DBE COMPANY SPOTLIGHT

Newly MT DBE-certified Air Specialists was incorporated in Montana in 2002. Air Specialists, Inc. is a Native American owned and operated company established to provide professional services for a wide spectrum of indoor air quality (IAQ) concerns. The firm recently opened their office in Billings to provide site-specific, state of the art services to find and remove contaminants in the indoor environment. ASI's full range of IAQ services include investigations, remediation, consulting, and training. These are for institutional, industrial, commercial, and residential facilities. These services are a turnkey approach to providing assurance to owners, managers and occupants of buildings that problems with indoor contaminants are fully identified and safely removed.



ASI's staff of IAQ professionals has more than 40 years experience with solving all types of problems within the indoor environment and IAQ. These IAQ specialists include an industrial hygienist, IAQ investigators and remediation designers, air systems cleaning specialists, certified mold remediators, and certified healthcare contractors. ASI is a member of the Indoor Air Quality Association, Montana Society of Healthcare Engineers, American Society of Healthcare Engineers, TERO Northern Cheyenne Tribe, and Bureau of Indian Affairs (BIA) Buy Indian.

The company's officers are Patrick Chapel (President/CFO), Teri Noland (Vice President/Marketing Manager), Roy Noland (Secretary/Operations Manager), and Blaine Chapel (Job crew manager).

Some advice from Patrick Chapel with Air Specialists:

- ❖ The maintenance of HVAC systems help reduce operating and electrical costs and optimize efficiency of the air system. All buildings 10 years or older should have an air stream assessment completed to see if a clean HVAC system could save you money.
- ❖ Patrick would like readers to know Air Specialists is very proud to provide the highest professional service using the most up-to-date technology and leading expertise to ensure the best indoor air quality services.



E-mail: airspecialistsmt@msn.com
Phone: (406) 259-2970

NEW CHANGES !! To MDT Contractor System Page

New Monthly Construction Reports – Each month, you can view current MDT projects listed by District, then Project Manager, then Project. Information contained in the report includes Current Contract YTD Amount, Current Time Used, Award Date, Work Begin Date, and Work Completed Date. Click on Monthly Construction Reports on this web page.

Click on Report Archives under Select the Report Option

You can view:

- ❖ Average Bid Prices (dating back to 1931) (for kicks - look at 1931 prices)
- ❖ Award Sheets (past year)
- ❖ Bid Tabs (past two years)

You can now access the MDT Contractor System Page by clicking on the link below:

<http://www.mdt.state.mt.us/cntrct/contract.htm>

Filing on a Project Bond...

DBE Supportive Services has a two-page document on the statutes regarding the procedures for filing on a project bond. Call Elaine or Rebecca for a copy today - 800-883-5811.

On the "Light Side"



This street is not located in Montana.

Quote of the Month

Live neither in the past nor in the future, but let each day's work absorb your entire energies, and satisfy your widest ambition.

Sir William Osler (1849 - 1919), to his students

Marketing 101 - The Marketing Basics for the DBE Company

Article submitted by Philip Belangie,

Microbusiness Technical Assistant Program Manager, Business Resources Division, Montana Department of Commerce

- ❖ Marketing is a huge topic. Marketing covers everything including strategic planning, advertising and sales. It can be complicated and complex. For the DBE, it is not necessary to go back to school and get your MBA in Marketing (Five years of school); however, it is important that you know the basics of marketing and how to use them.
- ❖ This brief introduction into marketing will provide some basic definitions of the principals of marketing and how they apply to you. In later articles, we will discuss these principles in detail—again, as they relate to the DBE.
- ❖ First, let's define marketing. **Marketing** is a very broad term. It focuses on how customers make choices and **how companies should design products and services to meet their customer needs**. For the DBE, the marketing question you should ask is: How do I market my services to the prime contractor or engineering firm?
- ❖ Marketing theory tells us there are four principles you need to follow. If you follow these principals you will have a successful business. These are often called the four P's of marketing and they apply to all businesses:

1) *Product* 2) *Price* 3) *Promotion* 4) *Placement*

- 1) **Product:** First, a product can also be a **service**. The definition of product is a product or service designed to fit the **customer's needs**.

For the DBE, it is **vital** that the service you are providing meets the needs of the Prime Contractor or Engineering Firm—your customer. In marketing, first and foremost you must be able to perform. In order to be in business for the long term—your service must have value—you must be able to get the job done and do what you say you can do. The quality of your service is the first principal of successful marketing...**you must be able to deliver**.

It is an excellent idea to write out on paper what your product is. This will help you focus on who your customer is and what service you are providing. For example, my business specializes in offering the most reliable and expert landscaping services for the highway construction contractor.

- 2) **Price:** Second, *price* is what it costs for you to produce and deliver your product or service. You must know your costs in order to make a profit.

The **first rule of business** is in order to stay in business **you must make a profit**.

For the DBE, it is important that you know your overhead costs and that you know the cost of your labor and materials. Be realistic. If your price is not competitive because of overhead, labor and materials, you must ask yourself two questions: **1) Can I be competitive in this business?** **2) Do I need assistance in computing my costs or how I have organized my business?**

Again, it is an excellent idea to write out on paper the specific costs of your proposal. This will help you understand the cost of your project and give you the flexibility to plan and make changes to your cost structure. This is your budget. Once you begin your project you will need to track your actual costs to determine if you are staying within your budget and still making a profit.

- 3) **Promotion:** Third, *promotion* is the strategy and the tactics you use to promote your business. It includes advertising, sales promotion and **personal contact with the customer**.

For the DBE, this is the beginning of a dialogue with your customer. Remember, your prime contractor or engineering firm needs your service, your labor, and your DBE status—**it is your job to promote your services to him**. Do not assume that just having DBE status and being on the DBE list is enough...now is the time to be proactive—to promote your services.

How do you promote your business? In some ways it's very easy—you don't have to buy television, radio, newspaper, and magazine ads—which is very expensive—all you have to do is **communicate**. How do you communicate? **You build a relationship with the prime contractor/engineering firm**.

Call the contractor. Introduce yourself. Describe your capabilities. Request a meeting to review your bid to focus on specific areas of concern. Ask his advice. Be professional. Dress appropriately. Focus on the business issue **only** in your initial meetings.

✓ **Have a business card.** Include your business phone number and your cell phone number.

✓ **Answer the phone.** Make it a policy to return all calls within an hour. Keep in touch.

✓ **Be on time** for meetings and be prepared. Profitable contracting is always about time.

In the end, for the DBE, your best promotion will be your **product/service**. Word of mouth will spread on your record of performance. If you are performing at a profit—business will begin to come to you. The better your reputation the better will be your promotion. Word of mouth is huge for the small business owner—good word of mouth will build your business and poor word of mouth will destroy it.

Continued on next page...

FEDERAL HIGHWAY EMERGENCY FUNDS AT WORK

and just how high is the overpass?



Montana Street/I-90 Interchange Bridge Structure was damaged in an accident on Sunday, April 19 in Butte.

MDT has awarded contracts to Hollow Construction to construct three interstate crossovers and to Frontier West to replace the eastbound Montana Street/I-90 Interchange bridge structure.

Work is expected to be completed by April 26th.



Marketing 101 — Continued

- 4) **Placement:** Fourth, *placement* is all the activities involved with getting your product or service to the customer. The question to ask: How will I deliver my service to the customer?

For the DBE, the word **service is critical...customer service.**

- How will I get to the work site on time?
- How will I communicate with the general contractor?
- How often will I communicate?
- Who is my contact person?
- How do I handle problems or unforeseen events?

All these questions can be discussed before the contract is awarded. By discussing these questions, the prime contractor or engineering firm will know that you are thinking of the project and are building a relationship—this will be the key to managing problems that always arise with any contracting job. This is the final key to marketing and the key to a successful long-term business relationship.

BOOK RECOMMENDATION

Philip recommends *Guerrilla Marketing*, 3rd Edition, by Jay Conrad Levinson. **"It is the best book for the small business person."**

Conrad's total focus is on the small business owner who is marketing with very little funds...he especially believes in "customer service." Call DBE Supportive Services to check out the library book.



The SBDC is partially funded by the U.S. Small Business Administration. SBA's funding is not an endorsement of any products, opinions, or services. All SBA funded programs are extended to the public on a non-discriminatory basis.

MDT Highway Construction Projects Invitation for Bids, Letting of May 27, 2004

For the most complete and timely bid information, go to the web site <http://mdt.state.mt.us/cntrct/contract.htm> and click on Invitation for Bids. While the newsletter has notices posted, do not rely on this information alone.

Sealed bids on the following projects will be received by the MDT-Highways Division, Contract Plans Bureau, Room 101, 2701 Prospect, Helena, MT until 9:00 a.m. on May 27, 2004, the bids being publicly opened and read thereafter at 10:00 a.m. in the Department's auditorium. Bid proposals, plans, cross-sections, dirt runs & erosion control plans if available, and full instructions to bidders are on file for examination and may be obtained from the Contract Plans Bureau at 406-444-6216, 6212 or 6215, TTY 406-444-7696, Fax 406-444-7236 or go to web site <ftp://ftp.mdt.state.mt.us/contract/orderform.pdf> for order form.

1. **Jordan – East, Federal Aid Project No. NH 57-5(24)212 F.** Grading, gravel, plant mix overlay, seal and cover, pre-stressed concrete structure, water and sewer, signing and electrical - Garfield County. DBE contract goals are 4.0%.
2. **Rock Springs – North & South, Federal Aid Project No. STPP 18-2(14)31.** Grade, gravel, plant mix bituminous surfacing and drainage on 18.3 kilometers on MT 59 - Rosebud County and Garfield County. DBE contract goals are 3.0%.
3. **Northeast Bypass – Great Falls, Federal Aid Project No. NH-STPE 5205(18).** Grade, PCCP, PMBS, storm drain, signing, lighting, traffic signals and landscaping Northeast Bypass - Cascade County. DBE contract goals are 4.0%.
4. **Baker – North, Federal Aid Project No. STPP 27-2(16)36.** Digouts, leveling, plant mix bituminous surfacing overlay and seal and cover of 30.748 kilometers - Fallon County. DBE contract goals are 0.0%.
5. **Deep Creek Canyon, Federal Aid Project No. STPP-STPHS 14-1(17)11.** Plant mix surfacing overlay and seal & cover - Broadwater County. DBE contract goals are 0.0%.
6. **Butte – West & Continental Drive – Butte, Federal Aid Project Nos. IM 115-2(8)0 & CM 1807(8). IM 115-2(8)0.** Mill, plant mix overlay, seal and cover in Butte on I-115. The E1, E2, E3 and E4 ramp of the Excelsior Interchange, are also included. **CM 1807-(8)** – Mill, plant mix, overlay, seal and cover - DBE contract goals are 0.0%.
7. **Wicks – Governors to Main – Billings & 6th Ave. N. – N. 7th to N. 27th – Billings, Federal Aid Project Nos. CM 1012(3) & CM 1029(2) CM 1012(3).** Milling and bituminous plant mix overlay - Yellowstone County. **CM 1029(2)** – Milling and bituminous plant mix overlay - Yellowstone County. DBE contract goals are 0.0%.
8. **Turn Bays – Ninepipe, Federal Aid Project No. STPHS 5-2(99)37.** Widen, plant mix bituminous surfacing, seal and cover and sheet pile retaining wall - Lake County - Flathead Indian Reservation. DBE contract goals are 0.0%.
9. **10th St. – 1st to 5th Ave. – Havre & 13th St. – Monroe to 1st – Havre, Federal Aid Project Nos. CM 5707(3) & CM 5709(7). CM 5707(3)** - Plant mix overlay, seal & cover, sidewalk, curb and gutter. **CM 5709(7)** – Plant mix overlay, seal & cover, sidewalk, curb and gutter. DBE contract goals are 0.0%.
10. **1998 – D1 – Slope Flattening & Guardrail, Federal Aid Project No. STPHS 0002(645).** Slope flattening and guardrail at 3 locations: South of Charlo on State Secondary Route 212 - Lake County – Flathead Indian Reservation. Near Moiese on State Secondary Route 212 - Lake County – Flathead Indian Reservation. Northeast of Missoula on State Highway 32200 - Missoula County. DBE contract goals are 0.0%.
11. **14th Ave. Signal – Havre, Federal Aid Project No. NH 1-6(50)383.** Signal, median concrete curb and sidewalk, signing and pavement markings - Hill County. DBE contract goals are 0.0%.

NEW WEBSITE

Women First National Legislative Committee (WFNLC)

The WFNLC is a privately funded, nonpartisan, national grassroots advocacy group that aggressively promotes and protects the interests of women-owned small businesses certified in the U.S. Department of Transportation Disadvantaged Business Enterprise Program (DBE). Currently, Women First represents over 15,000 women-owned small businesses that participate in the DBE highway construction industry. There is a membership fee to join the organization. The website provides resource information of women-owned businesses and is FREE to view. <http://www.wfnlc.com>

Did You Know?

MDT is currently requesting qualifications from design build teams for the Motor Carrier Services facility in the County of Wibaux, due May 3, 2004.

No quotes are requested at this time, the teams are possibly looking for companies interested in being included on the Statement of Qualifications (SOQ). Look for two more design build projects in the near future. More information about this project is posted at:

http://www.mdt.state.mt.us/design_build/ or
<http://www.mdt.state.mt.us/cntrct/contract.htm>

(see Design Build Notification)

More MT Contracting Opportunities

Professional Services for natural, environmental, and technical services for Bureau of Land Management, NAR040071, Bid Due Date: June 9, 2004, Need professional services for Montana, North Dakota, South Dakota, Wyoming, Utah and Idaho. NEPA, Landscape Analysis, Public Involvement, Watershed Assessments, Writing/Editing, Natural Resource Studies, Heritage Resource Studies, Geographic Information System, Timber Management, Social/Economic Studies, Monitoring, Engineering Surveys, Fuels Management, Remote Sensing, Mining Operations Analyses. 8a set aside. Beverly Sechrest, 303-236-9441, Beverly_Sechrest@blm.gov

Re-Reg Boat Ramp, IFB-R1-14-04-036, Presolicitation, Bid Due Date: June 14, 2004, The Kootenai National Forest, Libby Ranger District, is soliciting bids to construct a parking area/boat ramp. Judi Foss, 406-283-7640, Fax 406-283-7712, r1_kootenai_contracting@fs.fed.us <http://www.epa.gov/spg/USDA/FS/03J1/IFB-R1-14-04-036/listing.html>

Libby Creek BMPs and Aggregate Placement, IFB-R1-14-04-038, Presolicitation, Bid Due Date: June 10, 2004, The Kootenai National Forest, Libby Ranger District, is soliciting bids for Libby Creek BMPs and aggregate placement. Work includes road reconditioning, installation of culverts and water diverters, installation of a gabion wall with guardrail and 6.82 miles of aggregate placement. Judi Foss, Procurement Clerk, Phone 406-283-7640, Fax 406-283-7712, Email r1_kootenai_contracting@fs.fed.us <http://www.epa.gov/spg/USDA/FS/03J1/IFB-R1-14-04-038/listing.html>

MT Department of Transportation

307133, Bad Route Rest Area Maintenance, Bid Due Date: May 13, 2004
307145, Culbertson Rest Area Maintenance, Bid Due Date: June 2, 2004
307147, Armington Junction Rest Area Maintenance, Bid Due Date: May 20, 2004
307146, Teton Rest Area Maintenance, Bid Due Date: May 20, 2004
307156, Lawn Fertilization and Weed Control, Bid Due Date: May 6, 2004
307154, Crack Sealing 6 Locations in Missoula, Bid Due Date: May 6, 2004
SOQ4, Consultant Pre-qualification for Highway Project Development, Bid Due Date: May 19, 2004
Ten Epoxy Striping Projects throughout Montana, Bid Due Date: May 12 to 27, 2004

MT General Services Division

SPB04-878P, Montana Wetlands Legacy Projects, Bid Date: May 19, 2004
SPB05-894P, Environmental Services, Bid Due Date: May 25, 2004
IFB05-920D, Class III Cultural & Paleontologic Resources Inventory, Bid Due Date: May 14, 2004

MT Department of Natural Resources and Conservation

045370 CSW, Call When Needed Heavy Equipment, Bid Due Date: May 11, 2004
045480 CSW, Bear Creek Fisher River Tree Thinning, Bid Due Date: May 20, 2004
045440 CSW, Napa Creek Project, Bid Due Date: May 26, 2004
MT Johns Slashing & Excavator Piling, Bid Due Date: May 25, 2004
045510 CSW, Bear Creek Thinning, Bid Due Date: May 27, 2004
<http://www.discoveringmontana.com/doi/GSD/osbs/Default.asp>

Cut Bank Airport Improvements, AIP 3-30-0020-06-2004, Bid Due Date: May 18, 2004, Snow Removal Equipment Purchase and Remodel Snow Removal Equipment Storage Building. No DBE Goal. Contact Phil Porrini with Robert Peccia at 406-447-5000 for more information or plans.

Tiber Dam Toe Drain Sump and Fresno Dam Toe Drain System Replacement, Lower Marias PS and Milk River Projects, Havre, MT, 04SP602570, Bid Due Date: May 24, 2004, Bureau of Reclamation, Work involves excavation near the toe of the dams to replace toe-drain outlet structures. To request a copy of the solicitation, fax request to Hart Black Eagle phone 406-247-7803 or fax 406-247-7798 hblackeagle@gp.usbr.gov <http://www.epa.gov/spg/DOI/BR/BR/04SP602570/listing.html>

Meadow Lake FAS, Ennis MT, MT Dept of Fish, Wildlife and Parks, Gavel access road and parking area, concrete sidewalks, camp site, sign installation, Bid Due Date: May 4, 2004

Causeway FAS Fishing Pier, Helena, MT, MT Dept of Fish, Wildlife and Parks, Construct a 700 sf pier with steel piles and supports, metal railing, composite decking, light pole, and rip-rap. Bid Due Date: May 6, 2004

R-1 Boat Ramp Extension, Kalispell, MT, MT Dept of Fish, Wildlife and Parks, 3 boat ramp extension projects, Bid Due Date: May 19, 2004 <http://www.fwp.state.mt.us/insidefwp/d&c/gallery.asp#upcoming>

MDT CIVIL RIGHTS BUREAU

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www.mdt.state.mt.us/civilrights/ and click on Civil Rights Bu-

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250 copies of this public document were published and distributed at an estimated cost of 49 cents per copy for a total of \$122.50. MDT attempts to provide reasonable accommodations for any known disability that may interfere with a person participating in any service, program or activity of the Department. Alternative accessible formats will be provided upon request.



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